



## 2014 Arbor Day Accomplishment Report & Reimbursement Request

COMMUNITY: \_\_\_\_\_ CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

1. Date proclamation was read \_\_\_\_\_
2. Actual date of Arbor Day Celebration \_\_\_\_\_
3. Please give a breakdown and **total all cash expenditures paid by the city\*** for the celebration and **for which you are seeking reimbursement** (up to \$200\*\*). *Finance note: CFDA # 10.664*

*\*Only costs of landscape-sized trees & materials related to planting or tree care (i.e. mulch) are eligible for reimbursement, labor may be used as a match. **Enclose paid receipts for these reimbursable expenses.***

**NOTE: Seedling purchases are not reimbursable**

Materials to be reimbursed	Quantity	Value	Total
<b>TOTAL</b> (please total each category)		\$	\$

4. Please list all **additional expenditures** paid by the city for the Arbor Day event and the amount and value of all donated activities for your celebration. Include donated plant material, supplies, equipment and labor. (*Labor includes staff & volunteer time at planning meetings, site preparation and planting.*) Indicate with an "X" whether donated or paid by city, and list total values.

Activity/Product – Grant match	Quantity	Value in \$	Donated (X)	Paid by City (X)
<b>TOTALS</b> (please total each category)	-----	\$	\$	\$

**Be sure you have records on file to substantiate a minimum 25% match. A minimum of \$50.00 in cash and/or in-kind donations is required. Adult volunteer rate is currently \$20.85/hour.**

- a. How many and what kind(s) of tree(s) did you plant as part of the Arbor Day celebration?  
(Make sure the cost of these trees is shown in the cost accounting sections above.)

Number of Trees?	Type of Tree? <b>NOTE: seedling purchases are not reimbursable</b>

\* \* Funds for this project are made possible through the USDA Forest Service in cooperation with the Washington Department of Natural Resources Urban & Community Forestry program. This is a one-time 2014 grant opportunity available to Washington's Tree City USA Communities.

- b. Were any overhead utilities in the vicinity? \_\_\_\_\_
- c. Where did you purchase plant material and/or related material? \_\_\_\_\_
- d. Who has the responsibility to water and care for the tree(s)? \_\_\_\_\_

5. How many people were involved in your celebration? \_\_\_\_\_

6. Share any unique activities or anything else you would like us to know about your celebration. Your celebration may be highlighted in the Tree Link newsletter.

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**Signature of Contact Person:** \_\_\_\_\_

**Remit check to:** Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ City Tax ID # \_\_\_\_\_

*Finance note: CFDA# 10.664*

**Please include a photo of the tree and any newspaper clippings, handouts or other materials used in your Arbor Day celebration.** *(Note: We love photos of children; however DNR requires a signed parental consent form in order to publish the photo. See attached photo release form.)*

**Thanks for participating and KEEP UP THE GOOD WORK!**

**Return this form and all attachments to:**

Linden Lampman Mead  
Urban & Community Forestry Specialist  
WA Department of Natural Resources  
1111 Washington Str. SE  
PO Box 47037  
Olympia, WA 98504

***PLEASE NOTE: To be reimbursed, this form must be submitted to WA DNR Urban & Community Forestry program on or before December 30, 2014; failure to do so will result in forfeiture of grant reimbursement***

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WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**

## PHOTO RELEASE

I, \_\_\_\_\_, hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ (in case we need to contact you).

## For a child under 18 years of age, complete the form below. PHOTO RELEASE

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_ hereby authorize and consent to the use of his/her visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ (in case we need to contact you).

### ***DNR Policy on Publication of Photographs***

*A signed release must be obtained from every subject photographed, with the following two exceptions:*

- *Adults attending a public meeting, event, or gathering*
- *Employees of the Washington State Department of Natural Resources*

*For children enrolled in grades K-12, the release must be signed by a parent or guardian. Ordinarily, for school-connected activities, the parents sign a blanket release that is kept on file at the school. It is our responsibility to confirm this with the teacher, school, or organization in every case of a field trip, volunteer activity, or situation that we might want to photograph; and, if there is no release on file, we must obtain individual releases and keep them permanently on file.*